

ATTENDANCE PROCEDURE

QUICK GUIDE

- Students are expected to be at their check-in classroom (or Period 1 on Wednesdays) by 8.50am.
- Late arrivals are to sign in at the front office.
- Teachers are to mark rolls by 9:00am.
- Attendance responses in Compass are updated by 9:30am.
- SMS for late arrivals are sent to parents / caregivers at 9:40am.
- Previous day unexplained whole school day absences are emailed to parents /caregivers on the next school day.
- The Deputy Principal investigates previous school day unexplained partial absences, amends records on Compass and applies the Behaviour Consistency Guide where applicable.
- Students on School Business have absences entered on Compass prior to the activity.
- Year Advisors and the Deputy Principal monitor attendance rates of individual students. Contact is made home through letters, emails and/or phone calls where necessary.
- A referral to the HSLO is made for students whose absences continue to cause concern.
- Students with excellent attendance are recognised by the Principal at year's end.